

# **St. Lawrence University**

## **Policy and Procedures for Approving and Submitting Timesheets to Payroll**

### **Purpose**

The purpose of this policy is to document instructions for employees and supervisors who must prepare Non-exempt employee timesheets.

### **Requirements**

Nonexempt employees such as clerical, technical, skilled trades, and students are paid an hourly rate every other Friday based on the hours worked in the two week period ending the preceding Sunday. The mechanism for issuing the correct salary payment to these employees is as follows:

1. the completion of a timesheet by the employee
2. approval of the timesheet by the employee's supervisor
3. data entry to the Payroll system by the department's time entry operator
4. timesheet forwarded to Payroll for review

These actions must occur in sequential order and be completed by 2 PM on the Monday immediately following the end of the two week pay period.

### **Employee Responsibilities**

With the exception of Dining Services and student employees, nonexempt employees are expected to maintain a written timesheet for each two week pay period. Between the last Friday of the pay period and the Monday morning immediately following, employees should review their timesheet to ensure its accuracy and completeness, certify the accuracy with their signature, and forward to their supervisor for approval.

For organizations that use an automated timekeeping system to track and report their employee hours, hours are transmitted to the Payroll system by Monday at 2. Various methods are used to track student hours such as sign in sheets and time clocks. Student hours are entered to the Payroll system with supporting timesheets delivered to the Business Office by Monday, 2 PM. Where a paper based system is utilized the students should review their timesheet to ensure its accuracy and completeness, certify the accuracy with their signature, and forward to their supervisor for approval.

### **Supervisor Responsibility**

The supervisor should review the timesheet to assure it is accurate and complete, sign it and forward to the department's time entry operator. After the hours are entered to the Payroll system, the timesheet must be delivered to the Payroll Office by the 2 PM deadline on Monday.

If an employee is not available to sign and submit their timesheet by the deadline, it is the joint responsibility of the employee and their supervisor to make alternative arrangements to ensure the employee's hours are entered to the Payroll system and a timesheet submitted to Payroll. If the employee is to be on vacation, for example, the employee should complete a timesheet and submit to their supervisor in advance. If the employee is sick on

the day timesheets are due, the employee should notify their supervisor of the location of their timesheet and the supervisor should complete and sign it as well as ensure the hours are entered to the Payroll system and the timesheet forwarded to Payroll.

If a supervisor is not available to approve a timesheet by the Monday deadline, the following alternatives are available for approval.

1. The timesheet may be approved by another exempt employee that has been pre-designated to Payroll as an authorized signer on the employee's time
2. The timesheet may be approved by the head of the department or division in which the employee works.
  - a. For both of these alternatives, it is the responsibility of the person signing the timesheet to ensure that a copy of it is provided to the employee's supervisor for their review after the fact
3. The employee may forward an electronic timesheet to their supervisor and the supervisor may forward to Payroll by email indicating their approval.

### **Policy Responsibility**

This policy is the responsibility of Carol Gable, Controller. Any questions related to its requirements should be directed to Carol at 229-5563.